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Public Affairs

COMMUNITY RELATIONS

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AFI 35-201, 15 April 1994, is supplemented as follows.

SUMMARY OF REVISIONS

This publication is revised to supplement *AFI 35-201*. It updates organizational symbols and publications. It also indicates changes in scheduling tours.

6.1. BASE TOURS. Base tours are conducted free to inform visitors of the Ogden Air Logistics Center (OO-ALC) and Hill AFB mission and to create an understanding of the relationship of this mission to the community. Tours are also a means of obtaining public recognition and support for USAF, AFMC, and OO-ALC.

6.1.1. (Added) TYPES OF AND RESPONSIBILITY FOR CONDUCTING TOURS. Following are explanations of types of base tours and organizations responsible for conducting them. Tours for which specific assignment of responsibility has not been included will be coordinated with the Office of Public Affairs (OO-ALC/PA) for evaluation and implementation. This supplement should not be construed, however, to prohibit an organization from conducting tours of various types within its own resources.

- Distinguished Visitor (DV) Tour.** A tour for persons who warrant the personal attention of the Commander (OO-ALC/CC), or the commander's designated staff representative. The Command Support Division (OO-ALC/FMA) will implement and coordinate each DV tour. These tours will be performed as directed by the OO-ALC/CC.
- Community Relations Tour.** A tour for commissioners, Logstars, mayors, ROTC cadets, students, convention delegates, civic organizations, religious, or similar groups. OO-ALC/PA will approve, implement, accomplish clearance and make all general arrangements for these tours.

- Special Purpose Tour.** A tour for persons interested in particular technical operations or details. This includes military or civilian personnel employed by the Department of Defense, traveling on orders in connection with conferences or training programs. Students also can be included in this category. Special purpose tours will be implemented by the appropriate staff office, directorate, or organization. The staff office, directorate, or organization will notify Security Police Operations Flight (75 SPS/SPO) at least 48 hours in advance of tours to arrange for base clearance. The appropriate staff office, directorate, or organization which is responsible for a special purpose tour will, prior to scheduling the tour, inform OO-ALC/PA of the date, time, purpose, approximate number of participants, and other pertinent details.
- Scout Tour.** A tour for members of the Boy Scouts and Girl Scouts of America and Camp Fire, Inc. The Hill AFB Scouting Project Officer will approve, implement, coordinate, and conduct scout tours. The Scouting Project Officer will notify 75 SPS/SPO at least 48 hours in advance of tours to arrange base clearance.
- Civil Air Patrol (CAP) Tour.** A tour for CAP officers and cadets. Clearance and general arrangements for CAP tours will be the responsibility of the Hill AFB coordinator for CAP.

6.1.2. (Added) COMMUNITY RELATIONS TOUR PROCEDURES. The following procedures are established for community relations tours. Exceptions may be made at the discretion of OO-ALC/PA.

- Ten workdays advance notice is necessary to schedule a tour.
- Tours of groups of less than ten persons will not normally be conducted unless they can be included in an already scheduled tour.
- Children under age ten will not be given tours except in areas such as fire station, security police demonstration dogs, etc., and other areas suitable for their age group. All tours for children should include adequate number of adults for supervision and control (one adult per three to five children).
- Ordinarily tours will be conducted the second and third Thursdays of the month between 0800 and 1530.
- Under certain circumstances, groups may tour some facilities on Saturday if the hosting organization agrees to be responsible while the visitors are on base. Upon request, arrangements may be made for some groups to remain on base overnight. OO-ALC/PA will be responsible for arranging proper accommodations.
- A base escort will be required to accompany the group during the duration of their tour.

6.1.3. (Added) SAFETY. The following safety procedures will apply:

- It is the responsibility of the sponsoring organization making arrangements for a tour to ensure that applicable personal protective equipment is previously arranged for visiting personnel. Often an activity does not have sufficient numbers of safety eye wear or hearing protectors to accommodate a large group and should be notified in advance so preparations can be made. In no instance will any visitor be allowed in a hazardous area without using the protective equipment required for that area.
- During the time static displays are on public display, qualified Armed Forces personnel will be available to explain missions performed and to answer questions. They also will be responsible for monitoring safety procedures; i.e., preventing inadvertent actuation of system components, enforcing “no smoking” around aircraft, missiles, etc.

6.1.4. (Added) PHYSICAL SECURITY. All tours, regardless of type, will be coordinated through squadron, division, or directorate level security manager. The appropriate security manager will be contacted by the person responsible for scheduling the tour in their organization (that is, when OO-ALC/PA contacts OO-ALC/LA to schedule a tour, OO-ALC/LA will be responsible for contacting the OO-ALC/LA security manager). The security manager will ensure proper protection is afforded classified, sensitive, and aerospace resources in accordance with *AFI 31-401, Managing the Information Security Program*, *AFI 31-209, The Air Force Resource Protection Program*. Any photography will be done in accordance with *AFI 31-101VI/OO-ALC-HAFB Supplement 1, The Air Force Physical Security Program*.

6.1.5. (Added) REPORTING BASE TOURS. Special Purpose Tours, Scout Tours, and CAP Tours will be reported to OO-ALC/PA, extension 7-7400 by the office which has primary responsibility for arranging the tour. Reports will be made by telephone not later than the 26th day of each month and will include total number of tours and total number of participants for that month.

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Director of Public Affairs